

Mark Brown
Fire Chief
David Allen
Deputy Chief

Kingston Fire Department

Building Safety Division

5 Garraghan Drive
Kingston, NY 12401
Phone (845) 331-1217
Fax (845) 331-1224



- A complete Building Permit Application (front and back of application)
- If work is being done by the homeowner then the Workers Compensation waiver form needs to be complete (form is available in this office)
- If work is being done by a contractor this office will need a copy of the contractor's Workers' Compensation or if the contractor DOES NOT have Workers' Compensation and or disability benefits insurance they will be required to provide FORM CE-200 to show proof of such exemption.
(www.wcb.ny.gov (home page, box on left bottom of page)

WC/DB Exemptions Form CE-200

- Plans of work being done (plot plan, survey etc...)
- Brochure of any accessory structure (sheds, pools, etc...)

****** Please note any purchases within the last year must be accompanied by a deed to show ownership.*****

Any building permit submitted without the necessary information listed above will be returned.

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November 14, 2008

CONTRACTORS TAKE NOTICE

Effective December 1, 2008, the State of New York Workers' Compensation Board will discontinue use of the WC/DB-100 forms.

As of that date, Contractors previously using the WC/DB-100 form as proof of **exemption** from workers' compensation and / or disability insurance requirements will be required to provide Form CE-100 to show proof of such exemption.

Contractors can find an instruction manual clarifying the requirements at the Workers' Compensation Board's website, www.wcb.ny.gov

Contractors who carry workers' compensation and / or disability benefits insurance may continue to provide suitable proof of same to obtain their permit. Please note that ACORD forms are NOT acceptable proof of New York State workers' compensation or disability benefits coverage.